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Embassy Legalisation Fees

Prices & documentation requirements are correct as of October 2011; however they are subject to change. These prices should be used as guidance only. Please also refer to the Arab-British Chamber of Commerce web-site.

www.abcc.org.uk

COUNTRY	C OF O		INVOICE		OTHER DOCS		DOCUMENT REQUIREMENTS		
	Original	Copy	Original	Copy	Original	Copy	C OF O	INV	O/D
Algeria	60.00	60.00	M	7.00	60.00	60.00	A	AM	
Bahrain	40.00	40.00	N	N	£40.00	£40.00	DE	DEN	
Djibouti									
Iraq	£101.00	£101.00	£101.00	£101.00	£101.00	£101.00	CEO	O	
Jordan	84.00	84.00	84.00	84.00	84.00	84.00	E	J	
Kuwait	Q	45.00	Q	30.00	15.00	45.00	EFQ	EFQ	
Lebanon	R	8.00	R	8.00	R	8.00	AER	AER	
Libya	S	5.00	5.00	5.00	20.00	20.00	AES	AE	
Mauritania									
Morocco	18.34	18.34	18.34	18.34	18.34	18.34	A	A	
Oman	21.00	9.00	T	T	T	T	EG	EGT	

COUNTRY	C OF O		INVOICE		OTHER DOCS		DOCUMENT REQUIREMENTS		
	Original	Copy	Original	Copy	Original	Copy	C OF O	INV	O/D
Qatar	30.00	30.00	U	U	30.00	30.00	AEF	AFU	
S. Arabia	FREE	FREE	FREE	FREE	6.00	6.00	AE	E	
Somalia							H	H	
Sudan	Free	Free	W	W	55.00	10.00	ABE	AEW	
Syria	6.00	6.00	X	X	X	X	AEF	AEX	
Tunisia	1.80	1.80	1.80	1.80	1.80	1.80	A	A	
UAE	20.00	20.00	Y	20.00	Y	Y	EF	AEFY	
Yemen	150.00	150.00	Z	200.00	Z	Z	AEZ	AEZ	

- A Levy of £3.70 per Original document for all documentation will be imposed by Embassies, as of 1st April 2011.

From above

- A = One copy required for Embassy file.
- B = One copy of invoice required for back-up
- C = Certificate of Origin required as back-up for goods not of UK origin.
- D = For shipments of £50 or less, Embassy legalisation not required.
- E = Documents only accepted as a "SET" i.e. Certificate of Origin plus invoice.
- F = Legalisation only.
- G = Health Certificate required for fresh and frozen foods.
- H = legalisation not required unless specifically called for.
- J = Name(s) and address of manufacturer(s), or producers in the case of non-manufactured goods only, must be entered.

M = Algeria: ST1 / ST2

Invoice – Value in £'s x Algerian Rate* round up to nearest £ x 1.28 = Legalisation fee (round to nearest £)
10,000

- 'Exchange Rate' means the rate of the Pound Sterling against the Algerian Dinar, as per the Monday issue of The Financial Times.
- Copy Invoice - £7

Invoice to include the following declaration:

"We certify that the goods are of origin, and the value stated is correct and in accordance with our books.

Other Documents

Original	- £60.00
Copy	- £60.00

N = Bahrain: Fees are as follows: ST1 / ST2

Commercial Invoice (Original / Copy):

£0	to	£4,000	=	£40
£4001	to	£20,000	=	£60
£20001	to	£40000	=	£120
£40001	to	£80000	=	£240
£80001	to	£200,000	=	£360
£200,001	to	£400,000	=	£600
£400,000	to	and over	=	£800

Other Documents (Original / Copy):

Company establishment contract & Distribution Agreements	=	£100
Company Act	=	£100
Sale & Purchase Contract:	=	£100
Court Order	=	£40
Power of Attorney – Agency - Authorisation	=	£28
Declaration – Affidavit	=	£20
Employment & Service Contract	=	£20
Reference Letter	=	£20
Issue other Certificates	=	£20
Copy replacement Certificate	=	£8

Foreign Commonwealth Legalisation

The following document **MUST** be legalised by the Foreign Commonwealth Office before submission to the ABCC and Bahrain Consulate: - **Agency Agreement**

O = Iraq – Legalisation fees: ST1/ST2

ALL IRAQI DOCUMENTS MUST BE LEGALISED BY THE FOREIGN & COMMONWEALTH OFFICE.

The Legalisation of Certificate of Origin, Commercial Invoices + Health & Safety Certificates are now charged at **\$160.00 (US Dollars)** to be paid according to the daily exchange rate **per document**.

Certificate of Origin	£160.00
Copy Certificate of Origin	£160.00
Invoice	£160.00
Copy Invoice	£160.00
Agency Agreement	£100.00
Copy of Agency Agreement	£30.00
Power of Attorney	£100.00
Copy of Power of Attorney	£30.00
Health Certificates	£160.00
All other documents	£100.00

Please note, all the above documents require Foreign and Commonwealth Apostille along with certificate of origin and invoice, prior to embassy legalisation. Health Certificates are **free** if attached to a CofO or an Invoice. Presentation to the embassy will take place on Tuesday & Thursday of every week, please ensure that documents are presented in good time.

Q = Kuwait: ST2 Only

Certificate of Origin @ £45.00 + Invoice @ £30.00 (only accepted as a set for legalisation) = £75

Packing List = £45.00

All other documents = £15.00

NB: A Certificate of Conformity must accompany certain goods being shipped into Kuwait. The Certificate is issued by: **Intertek Testing Services (ITS), Academy Place, 1-9 Brook Street, Brentwood, Essex, CM14 5NQ, Tel: 01277 223 255, Fax: 01277 220 127, Operations Manager: Natalie Schultz.**

A full list of all products is available from the Arab-British Chamber on request. T.0207 7235 4363.

S = Libya: ST1/ST2**Certification fees for documents are: -**

The value of the Commercial Invoice is required within Box 11 of the Certificate of Origin in (£) Sterling. No photocopies are allowed everything must be original.

N.B. If legalisation is required a Translation of the Certificate of Origin and Commercial Invoice is needed before presenting to the Libyan Embassy. The ABCC can offer this service, which can take up to one (1) week to complete, please find the fees below.

Translation Fees	Certificate of Origin – Original	- £30.00 + VAT
	Invoice per Page	- £40.00 + VAT
	Any other document	- £50.00 + VAT

Legalisation Fees:-

Certificate of Origin – Original	<u>Value shown in Box 11</u>
	1000

Then round up to the nearest £ + £20.00

Commercial Invoice – Original	£5.00
Commercial Invoice – Copy	£5.00
Other Document – Original	£20.00
Other Document – Copy	£20.00

T = Oman: ST1 / ST2**Fees are as follows:**

	Original	Copy
Invoice value to £6,666	£45	£22.50
Invoice from £6,667+	£60	£30
Commercial Agreement / Contract	£60	£30
Letter of Appointment	£60	£30
Article of Association	£60	£30
Registration of Company	£60	£30
Deed of Assignment	£60	£30
Certificate of declaration	£30	£15
Certificate of incorporation	£30	£15
Certificate of Change of Name	£30	£15
Certificate of free sale	£30	£15
Company Act	£30	£15
Health / Medicine Certificate / Act	£30	£15
Experience / References Certificate	£30	£15
Packing List	£15	£09
General Power of Attorney	£105	£45
Authorisation of Agent	£105	£45

U = Qatar: ST2 Only

Fees are as follows:

Invoice Value = Original or Copy

Over	less than	Cost
£1	£1000	£20
£1001	£3000	£40
£3001	£10,000	£100
£10,001	£20,000	£180
£20,001	£30,000	£260
£30,001	£50,000	£360
£50,001	£100,000	£440
£100,001	£200,000	£600

Over £200,000 $\frac{\text{Invoice value} \times 4}{1000}$ = Fee (Round up to the nearest Pound)

Other Documents

Manifest & Bill of lading	£30
Other documents	£30

V = Saudi Arabia: ST1 / ST2

The Embassy requires Certificates of Conformity for certain items – see appropriate list issued by the Saudi Arabian organisation (SASO). Fees for Other Documents will still need to be applied for Power of Attorneys, Certificates etc.

We have been informed by the Embassy of Saudi Arabia in London that all Omra/Haj documents must be stamped by the Ministry of Haj/Omra in Saudi Arabia or by the British Foreign & Commonwealth Office prior to Certification and legalisation by the ABCC. **This will be effective as from the 5.07.04.**

W = Sudan: ST2 Only

Certificate of origin can be legalised if need be.

Invoice in Sterling (Original & Copy) x 0.5% of the total value of the invoice, rounded up to the nearest pound.

$\frac{\text{Invoice amount in foreign currency}}{\text{Exchange rate in £ Yen \$ or Euro}}$ = your conversion rate & multiply by .005% & rounded to nearest £

See www.trustnet.co.uk for current exchange rates.

Note: If the currency is in Dollar, Yen or Euro etc then convert it with that exchange rate.

X = Syria: ST2 Only

Fees are as follows: -

Certificates of Origin

Certificate of Origin – without value = £6
Certificate of Origin – with value = £10

Invoices

1% of the Total Value rounded up to the nearest pound. Minimum Legalisation Fee of £10.00 and Maximum £847.00

Foreign currency invoices will be converted into pounds (£) to obtain the Legalisation amount

Other Documents

Other Document – without value = £6
Other Document – with value = £10
Price List = £10

Rates of Exchange for Syrian Lira

<u>Foreign Currency</u>	<u>Syrian Lira</u>
Euro	11.69
UK Sterling Pound	17.97
US Dollar	19.84
Canadian Dollar	07.37
Swiss Francs	08.06
Swedish Krona	01.21
Norway Krona	01.49
Danish Krona	01.48
Japanese Yen	0.0935
UAE Dirham	03.05
Cyprus Lire	18.36

Invoice Declaration

The following declaration is required on all invoices: We hereby certify that the goods enumerated in this invoice are not of Israeli origin and do not contain any Israeli materials. CofO Declaration not required on the reverse of CofO.

Currency of the invoice should be written in front of the invoice value i.e. GBP / USD etc...

Two embassy copies are required for each original document submitted for legalisation

Foreign Commonwealth Legalisation

All Legal documents for Syria **MUST** be legalised by the Foreign Commonwealth Office before submission to the ABCC and Syrian Consulate.

Y = United Arab Emirates: ST2 Only

Sterling (£)		Euro (€)		US Dollars (\$)		
£0.01	£1,1250	€0.01	€2,040.81	\$0.01	\$2,272.72	£20
£1,250.01	£3,750	€2,040.82	€6,122.44	\$2,272.73	\$6,818.18	£40
£3,750.01	£7,500	€6,122.45	€12,244.89	\$6,818.19	\$13,636.36	£80
£7,500.01	£11,250	€12,244.90	€18,367.34	\$13,636.37	\$20,454.54	£120
£11,250.01	£18,750	€18,367.35	€30,612.24	\$20,454.55	\$34,090.90	£160
£18,750.01	£31,250	€30,612.25	€51,020.40	\$34,090.91	\$56,818.18	£200
£31,250.01	£62,500	€51,020.41	€102,040.81	\$56,818.19	\$113,636.36	£260
£62,500.01	£125,000	€102,040.82	€204,081.63	\$113,636.37	\$227,272.72	£300
£125,000.01	£250,000	€204,081.64	€408,163.26	\$227,272.73	\$454,545.45	£400

Invoices with values exceeding the above must be calculated using the following formula.

1. Total Value of Invoice x by the rate set by the embassy
(£8 - \$4.4 - €4.9) x 0.2%
2. Round up to the nearest 50 or 100 Dirham
3. Divide that total by 5 to get the legalisation fee in £ Sterling.

Other Documents

Certificate of Registration or Incorporation	£400
Memorandum & Articles of Association	£400
Company Record of Achievements IE: References	£400
Certificate of Good Standing	£400
Company Record of Achievement	£400
Company Trade or Financial Report	£400
Business, Trade or Company Power of Attorney	£400

(If any of the above is accompanied by an Agency Agreement the applicable fee will be £20)

Power of Attorney for the purpose of opening a branch	£400
Agency Agreement or Company Contract	£400
Assignment or Authorisation for Registering	£200
Court & Legal Documents	£20
Health Certificate	£20
Fee Sale Certificate	£20
Private Power of Attorney	£20
General Power of Attorney	£20
All other Documents	£20

Foreign Commonwealth Legalisation

All of the above documents **MUST** be legalised by the Foreign Commonwealth Office before submission to the ABCC and UAE Consulate. **All letters must be notarised for UAE addressed as Dear Sirs etc.**

Z = Republic of Yemen: ST1 / ST2

Invoices

Original Commercial invoice <i>(Over £60,000 an extra £20 for every £10,000)</i>	- £200
Copy Commercial invoice	- £200
Packing List	- £140
Copy Packing List	- £100

Other Documents

Endorsement of translated texts

Arabic to English and Vice Versa for Yemeni Students	- £60
Registration of company (& Copy)	- £300
Changing of company name (& Copy)	- £300
Setting up Trading Agency in Yemen	- £300
Copy Setting up Trading Agency	- £300
Health Certificate	- £200
Copy Health Certificate	- £200
Power of Attorney for companies	- £300
Price Certificate	- £200
Letter of Credit, Banking Draft, Banking Certificate for opening a bank account or confirming the existence of a bank account	- £80
Court Ruling	- £100
Endorsement of Trade Mark Certificate	- £200
Endorsement of Commercial Certificate	- £200
Endorsement of Quality Certificate	- £200
Endorsement of Official copies of documents for Yemenis Citizens	- £20
Endorsement of Arbitration documents relating to amicable resolution of Commercial dispute	- £200
Endorsement of translation of Commercial Contracts & Agreements	- £100
Endorsement of Cargo Manifest	- £300
Endorsement of Marine Transport Documents	- £300
Distribution Agreement	- £300
Copy of Distribution Agreement	- £300

Foreign Commonwealth Legalisation

The following document **MUST** be legalised by the Foreign Commonwealth Office before submission to the Yemen Consulate.

- Agency Agreement & Sales Agreements

Arab British Chamber of Commerce - Express Service

The Arab British Chamber of Commerce will be offering an Express Service for clients wanting to get their documents urgently **certified** only. **Kuwait, Qatar, Syria & UAE documents are exempt from this service.**

Clients will still have to bring their documents into the Coventry & Warwickshire Chamber of Commerce for proof reading and process stamping. Once completed, you can take the documents immediately to the Arab British Chamber in London for certification only.

All payments are still payable to Coventry & Warwickshire Chamber of Commerce as on the April 2010 fees plus a £10 + VAT while you wait service. Upon receipt of monies an Agent Master Control Sheet will be issued to take down to the Arab Chamber with the documents. This is proof of payment and will be kept by the ABCC.

Foreign & Commonwealth Office Service

The Arab British Chamber of Commerce undertakes a Foreign and Commonwealth Office (FCO) service for Arab and non-Arab Countries whose goods and services are in free circulation in the Arab World.

Please note whilst every effort is taken to insure the safe process of your documents to and from the F.C.O, the Arab Chamber of Commerce and Coventry & Warwickshire Chamber of Commerce will not be held responsible for any loss of documentation, costs or loss of earnings.

This service is chargeable at the following rate per document:-

	ABCC	FCO	Chamber
Member	£21.00+ Vat	£30.00	£10.00 + (£16.00 handling) + Vat
Non-member	£21.00+Vat	£30.00	£20.00 + (£16.00 handling) + Vat

Express FCO is available as a premium service £75.00 per document.

All payments are still payable to Coventry & Warwickshire Chamber of Commerce.

Notarisation Service

The Arab British Chamber of Commerce undertakes a Notarisation Service for Arab and Non Arab Countries. The Service is chargeable per document at the following rate:-

	ABCC	Notary	Chamber
Members	£21.00+Vat	£21.00	£10.00 + (£16.00 handling) + Vat
Non Members	£21.00+Vat	£21.00	£20.00 + (£16.00 handling) + Vat

All payments are still payable to Coventry & Warwickshire Chamber of Commerce.

Contact details for Arab-Chamber-

Arab British Chamber of Commerce (ABCC)

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